

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY  
PERMITTING AND COMPLIANCE DIVISION  
WASTE MANAGEMENT SECTION  
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**TO: Prospective Registrants for a Small Composter Operation.**

The enclosed checklist and registration form is for anyone wishing to register a small compost operation. Please number or label the attachments or enclosures that you have included with your application form and note those which are included. Remember to return the checklist with your application.

Small compost operations which receive wastes from more than one source are required to register with the Department on the attached forms. To register as a small compost facility, **all** of the following requirements must be met:

- 1) There must be less than two acres of active working area.
- 2) The operation must accept yard waste only. Yard waste may contain no more than 25% barn waste by volume.
- 3) The operation must accept less than 10,000 cubic yards of material annually.
- 4) There must be less than 1,000 tons of compost produced annually.

Large composters must be licensed. Any facility which does not meet all of the requirements for small composters, or which accepts sewage sludge, or composts two or more diverse waste streams, is a large composter.

The registration of this solid waste management system is a quick and easy process. **Registration is free of charge.** The Department will review each submitted application to ensure that it is complete. **Unless all the needed enclosures are included, it is unlikely that your registration will be considered complete.** If additional information is needed, the Department will notify the applicant through a **Request for More Information** that will specify what additional information is required.

Registration of small composters is done primarily so that the Department can monitor efforts to achieve legislative waste reduction goals. In addition, it provides the Department and the citizens with information on where these activities are being conducted. This facilitates information transfer on waste management alternatives.

Under Montana statutes, the department has continuing authority to inspect solid waste management systems. Inspections may be conducted only during reasonable hours and only after presentation of appropriate credentials identifying the inspector as a duly authorized employee of the department. [See Section 75-10-205, MCA.]

Thank you for your cooperation. If we can be of any assistance in this process, please contact us.

## **SMALL COMPOSTER REGISTRATION CHECKLIST**

- 1) Location map from item #5a.
- 2) Detailed plan and map of site from item #5b.
- 3) Composting operation and maintenance plan (from item #11).
- 4) List and addresses of adjacent landowners (from item #6).
- 5) Calculations of waste accepted per year (from item #13).
- 6) Appropriate signature(s).

## SMALL COMPOST SITE REGISTRATION FORM

1. Name of proposed facility:

Mailing address of proposed facility:

Facility telephone:

2. Name of registrant:

Mailing address of registrant:

Registrant's telephone:

3. Legal description of proposed location.

General description of facility location.

4. Please provide the name and address of the owner of the property.

Name:

Address:

5. Please include the following:

a) Map of the proposed location of proposed facility in relation to local population center or county.  
Show adjacent residences and access roadways.

b) Plan of proposed facility:

6. Include a description of adjacent land use **and** a list of names and addresses of all adjacent landowners.

7. Total acreage of site:

Acreage used for active composting:

8. Solid waste management facilities may not be located in areas that will pollute ground or surface waters. Please show on the maps from Item 5 the distance to ground water or surface water resources.

## SMALL COMPOST SITE REGISTRATION FORM

9. Is the site within a 100-year flood plain? Yes ( ) No ( )
10. What is the depth to ground water?
11. Facilities must be operated in a manner that is not a nuisance or a public health hazard. Please include an operation and maintenance plan that discusses the following:
- a) A general description of the waste management system.
  - b) The days and hours the site will be open.
  - c) The number of workers on-site.
  - d) The types of waste accepted.
  - e) The compost method used.
  - f) Equipment needed for operation.
  - g) Finished product use.
12. What is the proposed opening date for this facility?
13. Estimated amount of waste to be accepted per year:
14. **To be signed by applicant:**

*I am the party responsible for operation of this proposed facility. I certify that the above-described small composting site will be constructed and operated in accordance with Sections 75-10-201 through 75-10-233, Montana Code Annotated (MCA), the rules adopted pursuant thereto, and in accordance with conditions which have or may be imposed by the Department.*

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## COMPOST GUIDELINES

### Suggested Separation Distances:

Property line	50 feet
Residence or place of business	200 feet
Potable water supply or well	200 feet
Surface water body	200 feet
Drainage swale	25 feet

### Minimum turning frequency:

As needed to control odors.

At least monthly, March 1 to October 31

Winter, may not be needed.

See attached diagrams for examples of required maps.